



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	COMMUNITY SERVICE INSPECTOR
Posting Number	PN #112236
Department	HOUSTON POLICE
Division	MAJOR OFFENDERS
Section	N/A
Reporting Location	2636 SOUTH LOOP WEST, #400
Workdays & Hours	MONDAY – FRIDAY, 7:00 A.M. – 3:00 P.M.*
	*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Completes thorough investigations and related activities. Prepares incident reports, case file documentation and files charges. Conducts follow-up investigations regarding remediation, making updates and keeps the complainant informed. Files criminal charges, issues citations and warnings, and provides court testimony. Collects evidence and samples within the limits of Federal and State law, and according to standard procedures. Receives training and demonstrates self-initiative in increasing job knowledge in himself and others. On call 24 hours a day for emergency response and may be required to maintain a City vehicle at their residence.

**WORKING CONDITIONS**  
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a high school diploma or a GED certificate and up to eighteen months of specialized education or training in a specific area or trade.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Three years of experience related to the area of inspection to be performed is required.

**MINIMUM LICENSE REQUIREMENTS**  
Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).

**PREFERENCES**  
Preference will be given to applicants with Hazmat awareness training and good communications skills.

**SELECTION/SKILLS TESTS REQUIRED**  
None, however the Department may administer a skills assessment evaluation.

**SAFETY IMPACT POSITION**      ☒ Yes      ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range – Pay Grade 16**  
\$946.00 - \$1,336.00 Biweekly      \$24,596.00 - \$34,736.00 Annually

**OPENING DATE**      August 2, 2006

**CLOSING DATE**      Open Until Filled

**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

**An equal opportunity employer**